

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000305

2. Reason for Submission

☐ Redescription
☐ Reestablishment☐ New
☒ Other

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

Varies

5. Duty Station

varies

6. OPM Certification No.

Explanation (Show any positions replaced)

This SPD is approved for
Service-wide use.
Part of career ladder for FPL
SPD# S000304.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel
Financial Disclosure ☐ Employment and
Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive
☒ 3-Critical
☐ 2-Noncritical Sensitive
☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

BUS: 3800

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel
Management

FPL: GS-11

b. Department,
Agency or
Establishmentc. Second Level
Review

Wildlife Inspector

GS

1801

09

d. First Level
Reviewe. Recommended by
Supervisor or
Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

U.S. Fish & Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Office of Law Enforcement

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major
duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate
statement of the major duties and responsibilities of this position
and its organizational relationships, and that the position is
necessary to carry out Government functions for which I am
responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to
appointment and payment of public funds, and that false or misleading
statements may constitute violations of such statutes or their
implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Edward J Grace, Deputy Assistant Director
Office of Law Enforcement

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position
has been classified/graded as required by Title 5, U.S. Code,
in conformance with standards published by the U.S. Office of
Personnel Management or, if no published standards apply directly,
consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

OPM JFS for Admin Work in the Inspection,
Investigation, Enforcement, and Compliance
Group, GS-1800, revised April 2011

Typed Name and Title of Official Taking Action

Cecilia E. King

Information for Employees. The standards, and information on their
application, are available in the personnel office. The classification of the
position may be reviewed and corrected by the agency or the U.S. Office
of Personnel Management. Information on classification/job grading
appeals, and complaints on exemption from FLSA, is available from the
personnel office or the U.S. Office of Personnel Management.

Classification & Compensation Manager

Signature

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Drug Testing=No;

Type of Investigation: Secret (BI);

Financial Disclosure=No

25. Description of Major Duties and Responsibilities (See Attached)

Standard Position Description

U.S. Fish and Wildlife Service
Office of Law Enforcement

Wildlife Inspector
GS-1801-09
PN: S000305

Introduction

The Office of Law Enforcement's (OLE) mission is to protect wildlife resources by investigating wildlife crimes, regulating wildlife trade and helping others understand and comply with protection laws. OLE works in partnership with international, state, tribal, and local counterparts. Currently, a variety of new challenges and trends complicate this work. Population pressures, more accessible international travel and trade, frequent work with individuals with languages other than English, the proliferation of organized crime activity, and the threat of invasive species all impact the nature of the work and the skills required.

Inspection work requires increased skill in using advanced technology, analytical skill to evaluate and interpret data, including human intelligence and the ability to make risk assessments in order to focus inspections. Inspectors must increase the use of special support service such as forensics and the use of information technology and expand partnerships with industry to encourage compliance and with other federal agencies to target and detect organizations or individuals potentially involved in criminal activity.

The incumbent serves as an inspector responsible for ensuring that laws and regulations regarding the import and export of fish and wildlife are met. The incumbent performs a variety of inspection, identification, and compliance duties, using a variety of automated systems, motor vehicles, and other equipment. There is increased focus on education and outreach activities to ensure compliance and on the identification of high-risk transactions and more complex and diverse inspections.

This is an interim position established to provide for a period of growth. The incumbent will receive assignments that are designed to develop the knowledge, skills and abilities required to carry out assignments at the full performance level of GS-11.

The position will remain at the grade 09 level until the employee meets the necessary qualification requirements and the incumbent's supervisor certifies that the incumbent has reached the described level of proficiency and effectiveness contemplated in the attached position description. Upon meeting all requirements, incumbent may be promoted non-competitively to the full performance level of GS-11.

Major Duties

This position is substantially similar to the Wildlife Inspector, GS-1801-11. At this level the incumbent independently performs the full range of inspection and control activities and works under general supervision, reporting unusual situations to the supervisor or higher level inspector to obtain guidance. Performs the following typical assignments:

- Assists in evaluating the inspection operations where the importation or exportation of wildlife is authorized.
- Receives training in applying risk targeting profiles and integrating a variety of data and human intelligence to determine the level of scrutiny required in a particular situation.
- Performs inspection and compliance activities particularly for a wide range of moderately complex.
- Under close supervision, examines shipping containers and other transport mechanisms and related documents to ensure compliance with all pertinent laws and regulations.
- Prepares correspondence, documents, and reports related to inspection duties.
- Consults with other inspectors, other Federal agencies, travelers, and business representatives on procedures and requirements and resolves problems.
- Performs outreach activities to increase compliance with wildlife laws and to increase collaboration with other federal agencies.
- Operates automated inspection and compliance systems and other equipment to accomplish tasks.
- Obtains compliance with fish and wildlife laws and regulations through education and other outreach activities.
- May serve as initial evidence custodian to preserve and secure property and maintains appropriate records.

Classification Factors:

Factor 1. Knowledge Required.

Knowledge of laws and regulations governing fish and wildlife importation and exportation.

Working knowledge of fish and wildlife principles and techniques to identify wildlife, wildlife parts and products.

General knowledge of Customs Service laws, regulations, and procedures to coordinate activities and negotiate resolution of problems.

Skill in analysis and application of risk targeting information and identifying trends to each inspection situation.

Skill in use of automated fish and wildlife information systems, motorized vehicles, and other equipment.

Skill in oral and written communication to educate and inform those concerned with the import/export of wildlife, negotiate the solution to problems, and prepare clear, concise, accurate, and timely reports and presentations.

Basic knowledge of collection, transmission and accountability of funds such as user fees, permit fees, and overtime fees.

Factor 2. Supervisory Controls.

The supervisor assigns work and provides specific instructions and generalized supervision in projects to be performed. Deadlines are established to ensure that the statutory time limits are met. The employee plans and executes assignments, seeking guidance on situations presenting external conflict and/or difficulties without clear precedent. Finished work is evaluated for soundness, accomplishment of objectives and policy/regulatory compliance.

Factor 3. Guidelines.

Guidelines include a wide variety of laws, regulations, policies, procedures, enforcement letters, alerts and internal handbooks. The work requires the integration of a variety of data, including human intelligence, to the inspection process. The incumbent must use initiative and judgment in the interpretation of existing guidelines and, in conjunction with the supervisor, develop new guidelines for the conduct of assignments in the program area.

Factor 4. Complexity.

Work involves the analysis of less complex issues and programs which may be approached through established methods and processes. Decisions and recommendations may require the employee to select among possible choices of action, or to determine which case approach has most successfully met comparable situations in the past.

Factor 5. Scope and Effect.

The purpose of the work is to ensure that the applicable U.S. laws, regulations and agreements are fairly and effectively enforced. The work impacts both the quantity and quality of inspections performed and investigation information referred. The work impacts wildlife resources and impacts support from private industry and the general public.

Factor 6. Personal Contacts.

Contacts are with criminal investigators and other Service personnel, Federal and state officials, Native American tribes, Departments of the Interior and Department of Justice attorney's, private industry and the general public.

Factor 7. Purpose of Contacts.

Contacts are to gather and exchange data and information, coordinate assignment handling, explain agency programs or requirements, and to influence cooperation where conflict or controversy is involved. In addition, contacts are to inform, educate, and ensure the compliance of private industry and public with laws, regulations, policies, and procedures regarding the

transport of wildlife. The employee may provide testimony in legal proceedings and provide presentations and reports.

Factor 8. Physical Demands.

The work is primarily sedentary in nature. Travel to inspection sites will be required but will be based on needs and budget. Physical inspections of live animals and animal products always present hazards, often with the potential to be life threatening. Inspectors must insure that the proper safety guidelines and precautions are issued and followed: safety equipment is supplied, used, and maintained; and safety training is provided annually or as needed.

WI's are not only subject to possible bites and scratches from animals, but also to potentially lethal envenomation by snakes, lizards, scorpions, etc. Inspectors may also be subject to exposure to disease (bioaerosols and blood borne pathogens) carried by primates and birds, such as hepatitis B, herpes B, psittacosis, histoplasmosis, or ebola virus. Inspectors may be exposed to hazardous chemicals, some of which are carcinogenic or known to cause liver and kidney damage or affect the nervous system. These chemicals are used as pesticides and/or preservatives on hunting trophies and fur skins. They may be subject to exposure to various communicable disease (i.e., tuberculosis) while conducting inspections or interviewing arriving international passengers.

Factor 9. Work Environment.

Work is typically performed in an office setting. The physical inspection of shipments takes place at carrier warehouses, container stations, passenger terminals, quarantine stations, and other facilities which are dispersed throughout the port of entry and may be many miles apart. The position requires an annual physical.

The WI's are frequently involved in special staffing situations as directed by the Service. This includes work details of significant duration and frequency away from the main duty station. These details may include teaching classes at Special Agent Basic Training, WI Basic Training, WI In-Service, Field Training and Evaluation Program, performing inspections at non-designated ports of entry, and special projects which may deal with review of regulations and policies or developing new policies. WI's may also be required to assist Special Agents in the execution of search warrants.

Special Conditions:

- May be required to work shift work and/or perform 24-hour on-call duty.
- Must possess a valid State Driver's license.
- Must wear an appropriate service uniform. Uses protective clothing or safety equipment as required.
- This position requires compliance with background investigation requirements. Must pass a top secret clearance background investigation within the first year after appointment to the position and must be sustainable throughout the period of assignment to this position. Failure to obtain or maintain clearance status may result in termination or reassignment.

EVALUATION STATEMENT

Proposed Classification: Wildlife Inspector, GS-1801-09

PN: S000305

Location: U.S. Fish and Wildlife Service
Office of Law Enforcement

References:

-OPM, JFS, Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800, dated March 2009

Title and Series Determination: General Inspection, Investigation, Enforcement, and Compliance Series, GS-1801. See evaluation statement for the full performance level position, GS-11, position description number S000304. The evaluation statement for the full performance level (S000304) position description explains fully the allocation of this position to the 1801 series and titling practice, to include background surrounding the function and position.

Grade Level Determination: Refer to the evaluation statement of the full performance level position, GS-1801-11, position description number S000304 for the grade determination at the full performance level. This is an interim position established to provide for a period of growth. The incumbent will receive assignments that are designed to develop the knowledge, skills and abilities required to carry out assignments at the full performance level of GS-11.

Conclusion: The position will remain at the grade 09 level until the employee meets the necessary qualification requirements and the incumbent's supervisor certifies that the incumbent has reached the described level of proficiency and effectiveness contemplated in the attached position description. Upon meeting all requirements, incumbent may be promoted non-competitively to the full performance level of GS-11 (PN: S000304).

See PD#s S000304 - GS-11
S000306 - GS-07
S000307 - GS-05